



THE PROCUREMENT PROCESS REQUISITION THROUGH INVOICE VERIFICATION

Module 4 Logistics Invoice Verification



Entering an Invoice Against a Purchase Order

4-2

AASIS Support Center, Patricia Orr
Revised 8-01-04

Entering invoices against purchase orders is specifically accomplished in the MM area of AASIS. Invoices associated with purchase orders are called Logistic Invoices. The transaction for entering a logistics invoice or credit memo in MM is MIRO.

When an invoice is posted with MIRO, the system creates multiple documents. It creates a number in the MM side, the logistics invoice verification number, a document number in the Financial Accounting (FI) side, the accounting document, as well as Funds Management and Special Purpose Ledger documents.

It is important to use only the MIRO transaction to enter an invoice against a purchase order. Entering an invoice directly into FI that was intended to be against a purchase order will expense budget without relieving the associated commitments thus taking budget twice, and it has no connection to the purchase order.

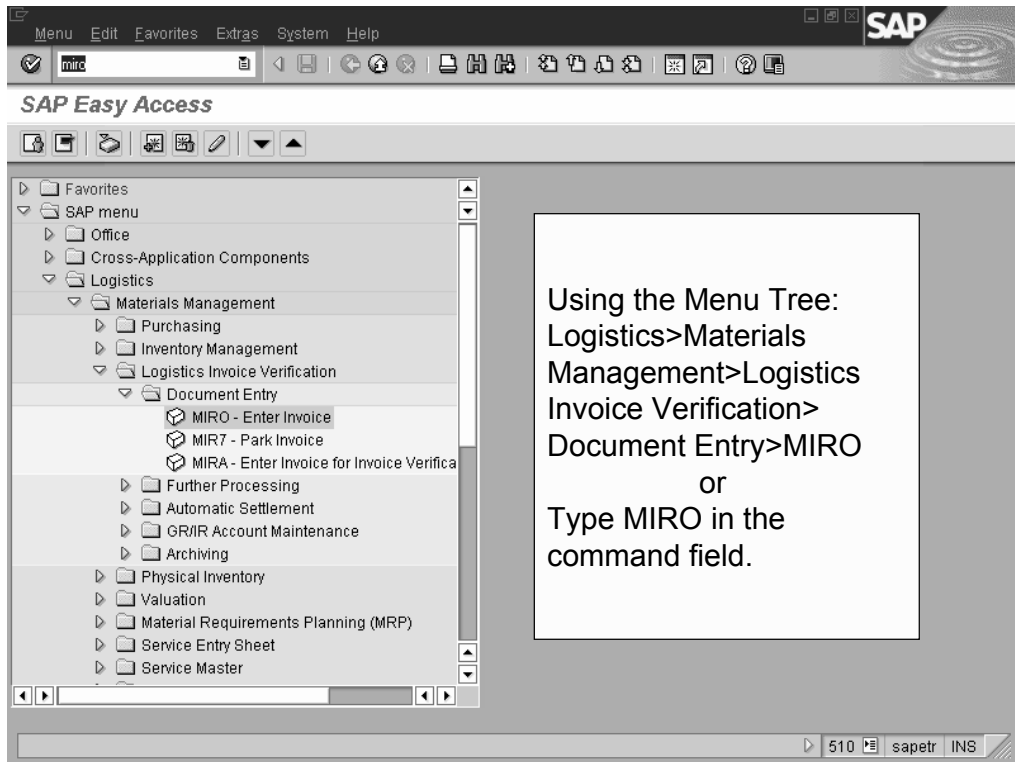


Entering an Invoice Against a Purchase Order (cont.)

4-3

AASIS Support Center, Patricia Orr
Revised 8-01-04

It is also important to use the proper MM transaction to release, change, or reverse a Logistics Invoice. These invoices are dependent on purchase orders and goods receipts. The correct balance of the purchase order's items for settlement, as well as the GR/IR clearing account rely on the use of the intended transactions for paying against purchase orders.



4-4



Invoice document Edit Goto System Help

Enter Incoming Invoice: Company Code ARK

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date 05/03/2004 Reference 56789

Posting Date 05/03/2004

Amount 1,343.75 ☐ Calculate tax

Tax amount 93.75 P1 (Accounts Payable S...)

Text

Baseline date

Company Code ARK State of Arkansas Little Rock

Lot No.

Purchase Order/Scheduling Agreement 4500000252

Item	Amount	Quantity	O...	Purchase ...	Item

510 sapetr INS

On the Basic Data Tab, complete the Invoice date, Reference field, amount (including tax) for purchase orders in which P1 or U1 tax codes are used. Select the calculate tax check box for the system to automatically calculate tax amount. (PO tax code will be tax exempt).

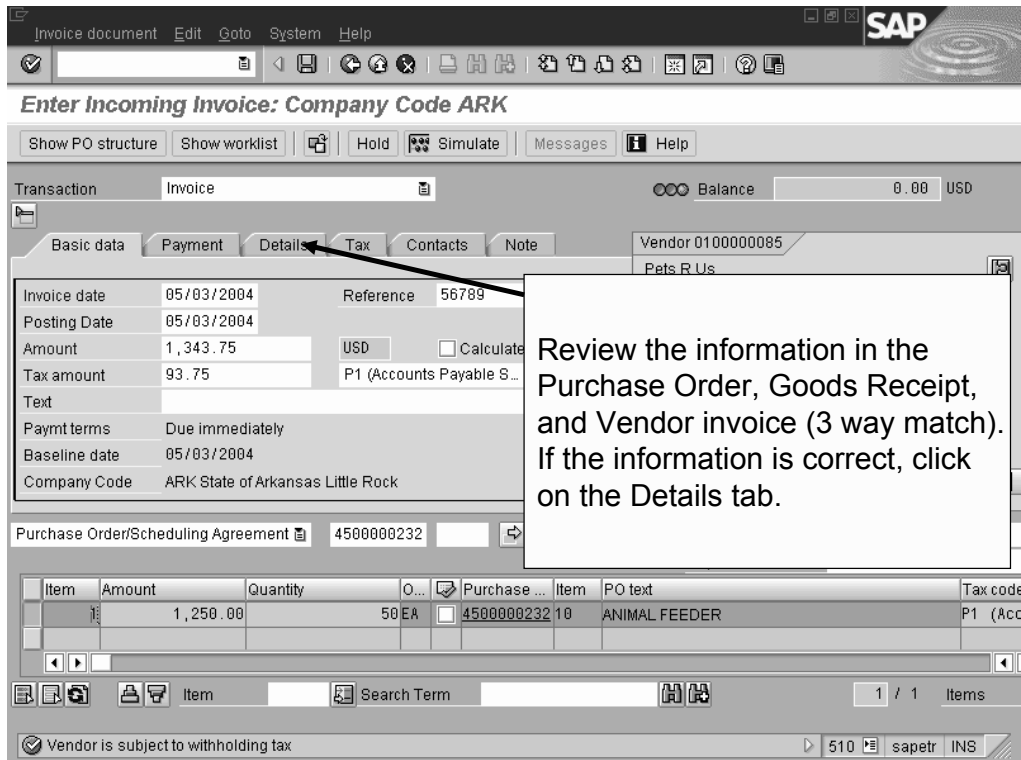
4-5

AASIS Support Center, Patricia Orr
Revised 8-01-04

NOTE: The vendor's invoice number is recommended as input for the Reference field, because this field checks for duplicates. The invoice date is usually the date of the vendor's invoice.

NOTE: Tolerance level for invoice differences is 10% up to \$100.00; thereby allowing adjustments in the invoice if required, without blocking the invoice for payments.

NOTE: Should tax amount differ on vendor's invoice (P1 tax code only) and calculated amount, the calculate tax checkbox may be deselected and amount entered in the Tax amount field.



4-6

AASIS Support Center, Patricia Orr
Revised 8-01-04

Any open GR amounts/quantities for the entered PO are presented in the detail screen area.

If the lines should be presented blank-no open GR exists and the user should not process the invoice.

Entering data manually will cause the invoice to block, due to no open GR quantity, and result in a mismatch in the GR/IR clearing G/L account.



Invoice document Edit Goto

Enter Incoming Invoice

Show PO structure Show worklist

Transaction Invoice

Basic data Payment

Unpl. Del. Csts

Currency USD Exch. Rate 1.00000

Doc. Type Invoice receipt Inv. Party 100000085

Inv. recpt date Bus. Area 0610

Assignment 56789 G/L 2110001000

Header Text

Plg level AP Planning Day 05/03/2004

LITTLE ROCK AR 72205

USA

888-665-0112-996 888-665-1212

Bank acct 55668899

Big Buck Bank

Purchase Order/Scheduling Agreement 4500000232

Goods/service items

Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO text	Tax code
1	1,250.00	50 EA		4500000232	10	ANIMAL FEEDER	P1 (Acc

Item Search Term 1 / 1 Items

Account assignment not completed for all required fields (BusA) 510 sapetr INS

On the Details tab, enter the Bus. Area. The Vendor's invoice number is recommended for the Assignment field. This field prints under the heading of Invoice on remittance advice to the vendor. Enter text in the Header text field. This text will print on the remittance advice, also. Click on the Payment tab to continue.



On the Payment tab, enter the Payment Method and House Bank. **NOTE:** Payment method supplement field can be used when agencies wish to pick up a warrant and mail for themselves. Leave payment ref. field blank to combine multiple invoices on one check or use internal numbering scheme to generate separate payments per invoice.

Item	Amount	Quantity	O...	Purchase...	Item	PO text	Tax code
1	1,250.00	50 EA		4500000232	10	ANIMAL FEEDER	P1 (Acc)

4-8

AASIS Support Center, Patricia Orr
Revised 8-01-04

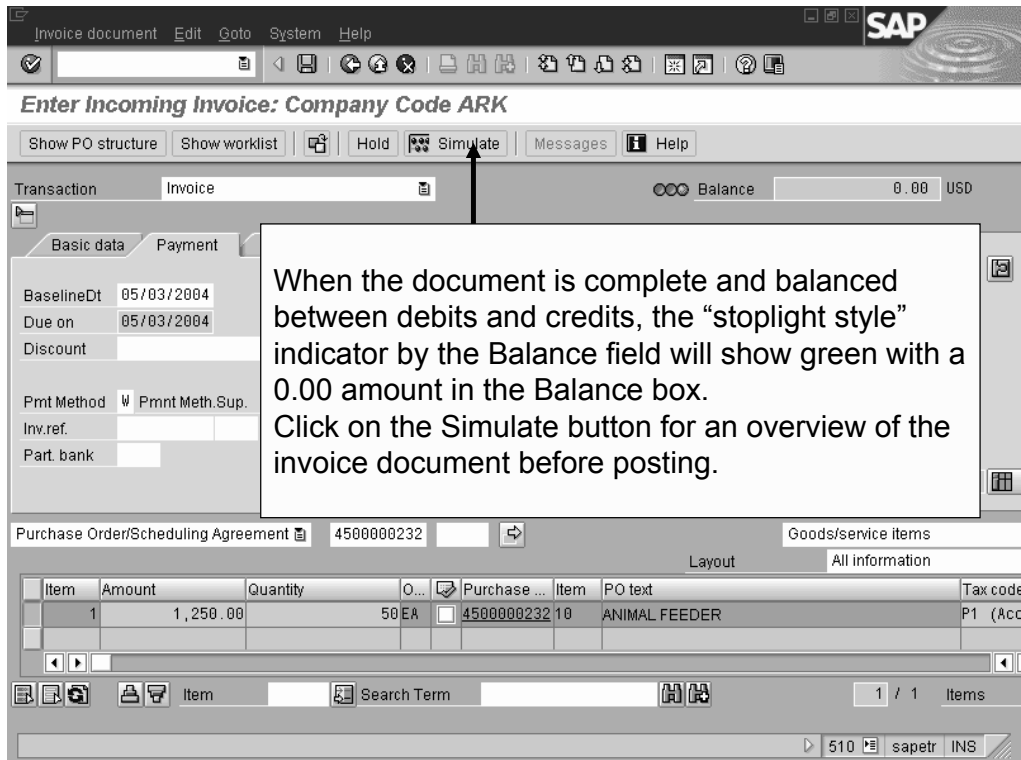
There are three payment methods:

W – Warrant

C – Check

A – ACH (direct deposit) payments

In the example above payment method (W) and house bank (TREAS) were used.



Enter Incoming Invoice: Company Code ARK

Transaction: Invoice Balance: 0.00 USD

Buttons: Show PO structure, Show worklist, Hold, **Simulate**, Messages, Help

Basic data

BaselineDt: 05/03/2004
Due on: 05/03/2004
Discount:
Pmt Method: W Pmnt Meth. Sup.
Inv.ref:
Part. bank:

Purchase Order/Scheduling Agreement: 4500000232

Goods/service items

Item	Amount	Quantity	O...	Purchase ...	Item	PO text	Tax code
1	1,250.00	50 EA		450000023210	ANIMAL FEEDER	P1 (Acc	

510 sapetr INS

Callout Box:
When the document is complete and balanced between debits and credits, the “stoplight style” indicator by the Balance field will show green with a 0.00 amount in the Balance box. Click on the Simulate button for an overview of the invoice document before posting.

4-9



Invoice document Edit Goto System Help

Simulate Document in USD (Document currency)

Position	A/G/L	Acc/mat/asset/vend	Amount	Cu...	Purchasin...	Item	T...	Jurisdic. Code	Tax date	Bu...
1	K2110001000	Pets R Us / LITTLE R...	1,343.75	USD			P1			0610
2	S2110001000	Goods Receipt/Invoic...	1,343.75	USD	4500000232	10	P1	0411903201		0610 3

You can post the MIRO from this simulate screen or you can hit the back button to return to the tabs to make any desired changes.

Back Post

4-10



Invoice document Edit Goto System Help

Enter Incoming Invoice: Company Code ARK

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date Posting Date 05/03/2004 Reference Amount Tax amount PO (Accounts Payable S... Calculate tax Text Company Code ARK State of Arkansas Little Rock Lot No.

Purchase Order/Sc

Item Amount

Goods/service items All information Tax code

Item Search Term 0 / 0 Items

Document no. 71 created 510 sapetr INS

Once the document is posted the document number will appear at the bottom of the screen.

4-11